

Ch/G Staff Meeting
8 April 1959
ACTION REQUIRED

<u>Item No.</u>	<u>Action Required of Ch/G</u>	<u>Action Required of Divisions</u>
1	O/Ch/G to pass on names of those to attend to OAD/RR.	Chief, D/GC, to submit name to O/Ch/G.
2		Divisions to follow the new outline, as discussed.
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5		Divisions to send in their comments on "Office Periodical" to O/Ch/G by 24 April.
6		Chief, D/GG, to put GRA's CEP into operation as soon as possible after the official appointment of the members by the head of the ORR career service.
7		Division Chiefs to give further thought to this problem and suggest to Ch/G what they consider to be the most effective solution.
8		Chief, D/GG, to submit comments to Ch/G on Parts F and G of

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MINUTES OF THE GEOGRAPHIC RESEARCH AREA STAFF MEETING, 8 APRIL 1959

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2. Change in Format of Monthly Reports

The group discussed the proposed change in format for the Area Monthly Report. It was agreed that the Division Reports would follow the new outline as closely as possible, but would include any additional items as they consider necessary for division record purposes.

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4. Publication of an Office Periodical by GRR

The group discussed the memorandum sent to all Division and Branch Chiefs by Chief, St/A, asking for comments on the institution of an "Office Periodical" by GRR. Chief/G asked that the Divisions look this over and submit all comments to O/Ch/G no later than 24 April.

5. Competitive Evaluation Panels

Chief/G will nominate the three Division Chiefs as members of the Competitive Evaluation Panel for GRA, with Chief D/GG as Chairman for the first term. [] asked that the Panel be put into operation as soon as possible, in accordance with the procedure outlined [] [] will make himself available for any assistance needed in the setting up of the Panel, and will sit in on the first meeting of the Panel. 25X1A9A

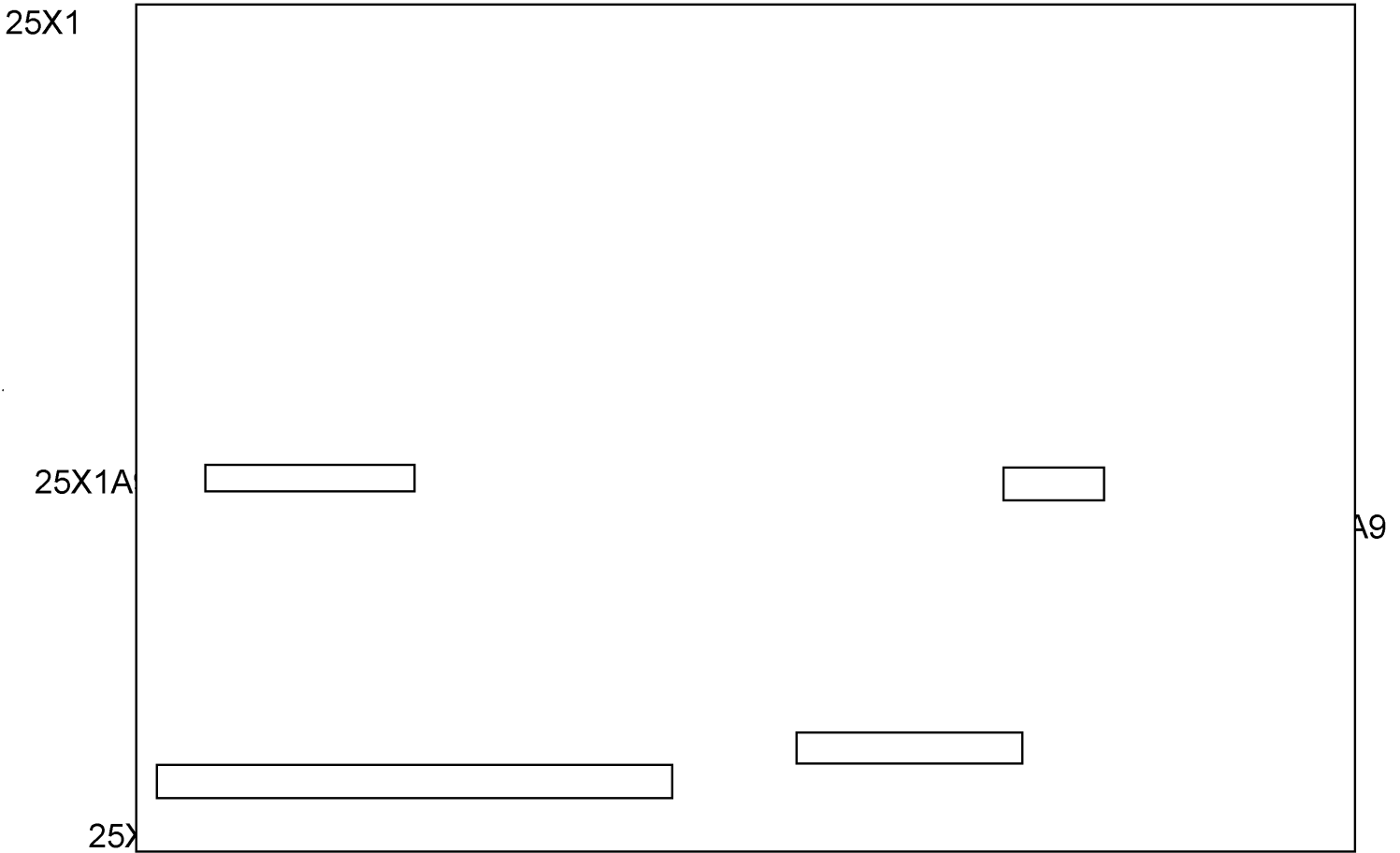
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6. Briefing Program in CMB



***9. Briefing on Communications Set-up for Emergency Conditions**

Chief/G announced there would be a briefing given on "Emergency Communications" for all members of the Emergency Team who had not yet heard it. This briefing will be presented at 10:00, 10 April, in Room 1121

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